



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Transportation, Indiana Department of. Road Design.

Agency: Road Design		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2018-09	<b>ROAD COMPUTATIONS</b> Electronic Record maintained in ERMS, containing calculated quantities of material, labor, etc. used in a project. Retention based on IC 34-13-1-1 with an additional ten (10) years for agency reference needs.	DELETE electronic records twenty (20) years after the project has been completed.
2	2018-10	<b>ROAD WORKING DESIGN CAD FILES</b> Born-digital files maintained in ProjectWise, containing any alternatives investigated during the design phase.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records twenty (20) years after the project has been completed.
3	2018-11	<b>ROAD &amp; TRAFFIC CROSS SECTIONS AND DESIGN PLANS</b> Born-digital records maintained in ERMS for all projects (including LPA). Includes Stage 1, Stage 2 and Stage 3 design plans, and graphic representations of cross sections. Note: Stage 2 is sometimes optional for a project.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records twenty (20) years after the project has been completed, or 10 years after all corresponding roads have been removed from the highway system, whichever is later.
4	2018-12	<b>ROAD SURVEY DATA</b> Electronic record maintained in ProjectWise, consisting of survey data gathered by aerial photography, drones, Lidar, and conventional electronic survey.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records twenty (20) years after the project has been completed.
5	2018-13	<b>FINAL ROAD AND TRAFFIC CROSS SECTIONS, TRACINGS (PLANS), AND CONTRACT DOCUMENTS</b> Born-digital records maintained in ERMS, consisting of final tracings (plans), graphic representations of cross sections, detailing the design of projects that have been prepared, signed, and are awaiting letting and an award. These may be accompanied by the following supporting contract documents: Environmental Compliance Form, Level One Checklist, P/A Form, Cost Estimate, Special Provisions, Summary of Design Exceptions, FHWA PS&E Checklist, Geo-technical Waiver, Pavement Design, Proprietary Materials Use Justification.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records twenty (20) years after the project has been completed, or 10 years after removal of all corresponding roads and structures from the system, whichever is later.

6	2018-14	<b>AS BUILT ROAD PLANS</b> These plans show revisions and changes made after the contract has been awarded. They are scanned and uploaded to ERMS at the District Offices.	IMAGE any original hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copies of electronic records 20 years after project is complete, or 10 years after the structure has been removed from the system, whichever is later.
7	2018-15	<b>ROAD FIELD BOOKS</b> Surveyor's notes on projects. Current field books are produced electronically and maintained in ERMS. Older, hard copy books, are maintained in the INDOT Research and Document Library.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles.  TRANSFER hard copy books to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles ten (10) years after removal of the highway from the system.  DELETE agency copy of electronic records twenty (20) years after project is complete, or 10 years after removal of the highway from the system, whichever is later.
8	2018-16	<b>ROAD SHOP DRAWINGS</b> Consists of specialized drawings of fabrications of bridge beams, bridge joints, culverts, and small structure details. Received digitally in Records and Documents Library and uploaded to the Electronic Records Management System.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES upon notification of job completion, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently in ERMS.
9	2018-17	<b>ROAD PROJECT CORRESPONDENCE</b> Born-digital record maintained in ERMS, consisting of original transmittals to and from a consultant concerning plans for a design project (including LPA). File may also contain copies of correspondence (including emails and reviewer comments) detailing resolution of technical matters, soil reports, geo-technical reports and recommendations, and other miscellaneous correspondence concerning the project.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records twenty (20) years after the project has been completed, or 10 years after removal of all corresponding roads and structures from the system, whichever is later.
10	2018-18	<b>ROAD ENVIRONMENTAL DOCUMENTS AND PERMITS</b> Born-digital records maintained in ERMS, which include all documents and permits pertaining to a project, including: DNR permits, IDEM permits, USCG permits, FAA permits, County Drain permits; Categorical Exclusions (CE), Environmental Assessments (EA), Findings of No Significant Impacts (FONSI), Federal Environmental Impact Statements (EIS), Administrative Record.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records twenty (20) years after the project has been completed, or 10 years after removal of all corresponding roads and structures from the system, whichever is later.